

SALESPERSON EXAMINATION APPLICATION

RE 400A (Rev. 12/97)

GENERAL INFORMATION

- Please read all information on this form before completing.
- *Type or print in ink.*
- This is an original examination application and should be submitted *only* if you have not applied for this examination within the past two years. You may not be scheduled for more than one salesperson examination date at a time; therefore, do not submit more than one application.
- If you are simultaneously making application for both the salesperson and broker examinations, you must submit a separate package including qualifying documentation and fees for each examination to be scheduled. Fees are not transferrable from one exam to another and will not be returned.
- If you electronically recreate this form to facilitate completion on a computer, please be advised that the form should not be altered in any manner. To do so, could result in disciplinary action. Also, please make certain you do not delete any pre-printed information and are using the latest version of the form.
- If you do not qualify for the examination, you may submit any additional needed requirements within two years of the date when your application is received without an additional fee. Failure to qualify and pass the examination within two years of the date your application is received will require a new application and fee. Applicants may also be required to submit additional qualification documentation.

- Please do not call this office regarding your examination, unless your application has been on file for at least two to three weeks. Your examination will normally be scheduled at least two weeks after your application has been received and processed.
- For security reasons you cannot inspect your test materials after the examination session has ended (*Section 1798.40(e) of the California Civil Code*).
- Please enter your personal mailing address on line #4. Use of a real estate school/business mailing address may cause a delay in mail delivery.
- The name you use on your examination application must be your legal name. Clarification and substantiation *will be* requested if there are discrepancies between the name on your application and the name on your transcripts.
- You may use a slide rule or a silent battery-operated calculator which does not have print out capability or have an alphabetic keyboard.

CURRENTLY OR PREVIOUSLY LICENSED?

- If you currently have a real estate salesperson license in California, or if your license expired less than two years ago, you are not eligible to take a salesperson examination. You may obtain a new license through the renewal process.
- If you were issued an 18-month conditional salesperson license

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1. EXAMINATION TYPE S <input checked="" type="checkbox"/> SALESPERSON			EXAM ID — DRE USE ONLY		
2. APPLICANT'S NAME — LAST		FIRST	MIDDLE		
4. MAILING ADDRESS — STREET ADDRESS OR POST OFFICE BOX			3. DATE OF BIRTH Month Day Year		
CITY			STATE		ZIP CODE
5. SOCIAL SECURITY NUMBER		6. RESIDENCE TELEPHONE NUMBER (Include area code)		7. BUSINESS TELEPHONE NUMBER (Include area code)	
8A. Do you have a current California real estate license, a California conditional real estate salesperson license which has been suspended, or did you have a California real estate license that expired during the past two years? <input type="checkbox"/> NO <input type="checkbox"/> YES If YES, complete 8C, 8D and 8E below.					
8B. Were you issued an 18-month conditional California salesperson license within the last four years? <input type="checkbox"/> NO <input type="checkbox"/> YES					
8C. TYPE OF LICENSE		8D. IDENTIFICATION NUMBER		8E. EXPIRATION DATE	
9. IN WHICH AREA WOULD YOU PREFER TO TAKE THE EXAMINATION? (Refer to Scheduling Information on reverse.) 01 <input type="checkbox"/> LOS ANGELES (Saturday's only) 02 <input type="checkbox"/> SACRAMENTO 03 <input type="checkbox"/> SAN FRANCISCO 04 <input type="checkbox"/> SAN DIEGO 06 <input type="checkbox"/> FRESNO				10. ENTER THE EARLIEST DATE YOU CAN TAKE THIS EXAM: Month Day Year	

CERTIFICATION

I hereby certify that I am aware of all examination requirements and that I understand that the fee remitted will not be refunded under any circumstances (per Section 10207 of the B&P Code).

11. ORIGINAL SIGNATURE OF APPLICANT

DATE

DRE USE ONLY

PROCESSOR #

DATE KEYED

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within the last four years, that is currently suspended under Section 10153.4 B&P Code, you are not eligible to take the salesperson examination. However, if four years have elapsed from the issuance date of the suspended license, you are eligible to take a new salesperson examination.

EXAMINATION SCHEDULING INFORMATION

- **Salesperson examinations are usually given:** Weekdays as needed, except Wednesday, in Sacramento, San Diego, Fresno and San Francisco. In Los Angeles, examination are offered on Saturdays only. *Schedules and examination locations are subject to change.*

- The following special scheduling requests cannot be guaranteed: a specific date or a specific exam location within the area you have chosen.

Due to the varying demand throughout the state, examination dates in some areas are filled more quickly than others. Therefore, if you want the earliest possible date, you may indicate more than one choice on line #9. You may also attach a separate page stating specific dates; include your daytime phone. Requests for dates less than two weeks away from the date your application is processed cannot be guaranteed.

- Only one examination date may be assigned. (See *GENERAL INFORMATION* on front page.)
- If you do not provide a date on line #10, you will be scheduled for the earliest available date in the area chosen.
- You will be scheduled once the Department receives and approves all documentation supporting your qualifications. Applications are not considered complete until your documentation is received.
- If, for any reason, you are unable to appear for the examination as scheduled, you must remit the proper rescheduling fee with either your original Salesperson Examination Schedule Notice (RE 401A) or a Salesperson Examination Change Application (RE 415A) to be rescheduled (*Section 10213.6 of the B&P Code*).
- Applicants with physical limitations requiring special accommodations must submit a doctor's letter with this application. Compliance with special requests may be limited by scheduling constraints and cannot be guaranteed. Please provide a daytime phone.
- If you do not receive an examination notice within two to three weeks, please contact our Sacramento office.

Telephone: (916) 227-0900 Hours: 8:00 A.M. — 5:00 P.M.

EXAMINATION REQUIREMENTS

In addition to this application and fee, salesperson applicants must submit a transcript or credit certificate showing proof of completion of a three semester or four quarter unit college-level course, or an equivalent DRE approved course, in Real Estate Principles.

Proof of completion of two additional college-level courses in specified areas will be required to be submitted within 18 months of the issuance of your license. The additional courses may be selected from the following: Real Estate Practice, Real Estate Finance, Legal Aspects of Real Estate, Real Estate Appraisal, Real Estate Office Administration, Escrows, Property Management, Business Law, Real Estate Economics, General Accounting, and Mortgage Loan Brokering and Lending.

The additional course information may also be submitted with your examination application or original license application.

Course(s) completed through a foreign institution of higher learning **must** be evaluated by a foreign credentials evaluation service approved by DRE.

Refer to *Instructions To License Applicants* handbook which is available from any DRE office.

EXAMINATION FEE & MAILING INFORMATION

FEE: \$60 for salesperson examination

MAIL To: Department of Real Estate
P.O. Box 187001
Sacramento, CA 95818-7001

Make Check or Money Order Payable To:
DEPARTMENT OF REAL ESTATE

APPLICANT LISTS

Applicant lists contain the names and addresses of all examination applicants; they do not indicate that an examination has been taken nor that one has been passed/failed. The lists are provided, upon request, to institutions who wish to offer educational opportunities. Your name and mailing address will be provided unless you submit a written request to remove your name.

PRIVACY NOTICE: Section 1798.17 of the Civil Code requires this notice be provided when collecting personal or confidential information from individuals. *Each individual has the right to review personal information maintained by this agency, unless access is exempted by law.*

Department of Real Estate 2201 Broadway Sacramento, CA 95818	Managing Deputy Commissioner IV Licensing Telephone: (916) 227-0931
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General powers of the Commissioner, Section 10050, 10071 and 10075 of the Business and Professions Code authorizes the maintenance of this information.

If this form requests your social security number, that information is voluntary.

The Real Estate Law and the Regulations of the Commissioner require applicants to provide the Department with specific information. If all or any part of the required

information is not provided, the Commissioner may suspend or revoke a license, or in the case of a license applicant, may deny the issuance for misstatements of facts (including a failure to disclose a material fact) in an application for a license. In addition, processing may be delayed.

The information requested in this form is primarily used to furnish license status information to the Department's regulatory section, and to answer inquiries and give information to the public on license status, business address and actions taken to deny, revoke, restrict or suspend licenses for cause.

This information may be transferred to real estate licensing agencies in other states, law enforcement agencies (City Police, Sheriff's Departments, District Attorneys, Attorney General, F.B.I.), and other regulatory agencies (i.e., Department of Corporations, Department of Insurance, Department of Consumer Affairs, California Bar Association).